Bonfire

Vendor Registration

Overview & Highlights

Important Notes to keep in mind:

- Review "**Project Description**" and any posted "**Public Notices**"
- Review, download and fill out all "**Supporting Documentation**" and "**Requested Information**" well in advance.
- We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission

Quick Resources

Video Walkthrough

Detailed training: Check out our full training video on the Vendor Registration process.

Quick Video: Check out our high-level overview video, which contains a walkthrough of the Vendor Registration and Submission process.
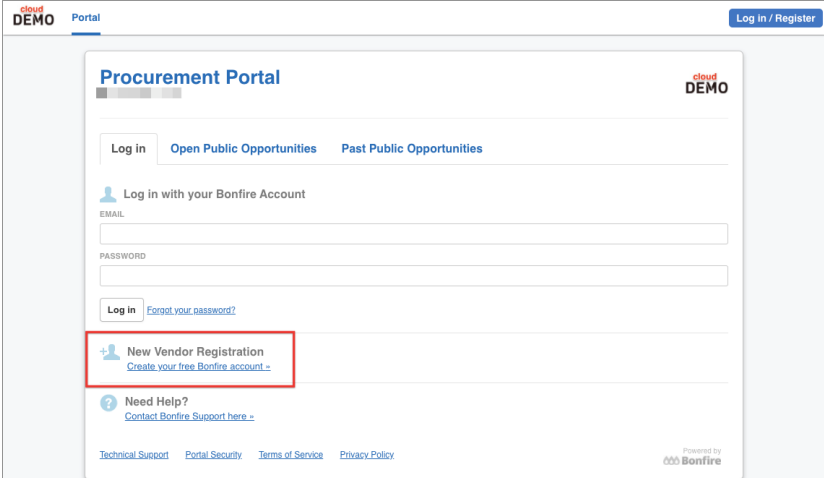
Bonfire Resources/Articles:

- Vendor Registration
- How do I confirm my account?
- Why can't I save my Vendor Details during Registration?
- How do I confirm my account?
- How do I upload my vendor documents during registration?
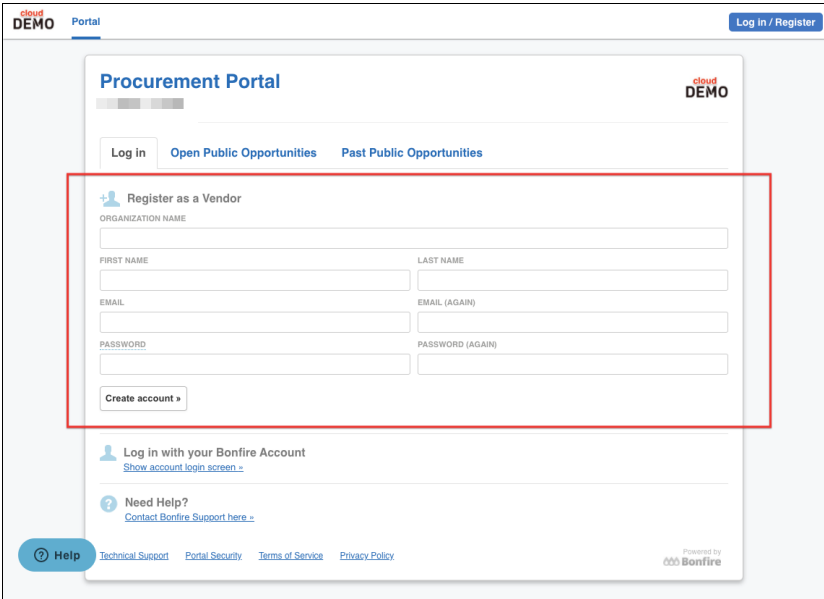
Vendor Registration Process

Account Creation

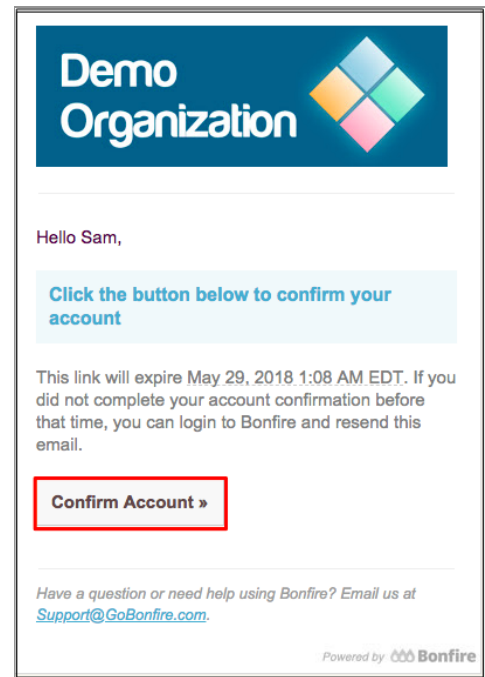- ❏ Navigate to the Procurement Portal of the organization you'd like to register with and click on "**New Vendor Registration**."

- ❏ Fill in required fields and click "**Create Account**." After creating your account, you will be prompted to confirm your account.

Confirming your Account

❏ Check the mailbox for the email you used to register your account and follow the instructions.

    ❏ Clicking **"Confirm Account"** will redirect you to Bonfire and allow you to continue the registration process.

Completing Registration

Custom Fields and Documentation

❏ Fill out all the required fields (with red asterisk), select a **Vendor Type** (if applicable) and make sure to check for any **Custom Fields** that were set up by the Purchasing Organization.

- ❏ If the Purchasing Organization has required **Documentation** set up for the registration process, you will be prompted to provide the documentation. If Documentation is optional or not provided, you can navigate to the next step from the left-hand menu.

- ❏ If no documentation is required and you see a message that says, "There are no Requested Documents at this time", you can proceed to the next step by clicking it on the left sidebar.

Commodity Codes

- ❏ Commodity Codes are used for classification purposes. If they are listed as "Optional" in the sidebar, then you only need to add codes if you are interested in being matched to future bid opportunities.

Registration Complete

❏ Once you have completed all of the steps and a green checkmark appears to each step in the sidebar, you will see a green Success and can continue navigating through Bonfire.